

30 November

1995

Civil Engineering -

General

MILITARY FAMILY HOUSING (MFH) "YARD OF THE MONTH"

PROGRAM

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This instruction establishes procedures and criteria for selection of the Officer, NCO and Mobile Home Park "Yard of the month". The program will operate from May through September of each year.

**1. Objective:**

- 1.1 Improve and beautify yards within family housing.
- 1.2 Provide incentives and foster an attitude of pride in home ownership in military family housing.
- 1.3 Recognize superior performance by occupants in military family housing.

**2. Responsibilities:** The Military Family Housing Office is responsible for:

- 2.1 Selecting nominees from Officer Housing, NCO Housing and Base Mobile Home Park.
- 2.2 Advising the Deputy Support Group Commander of the names of the nominees.
- 2.3 Requesting the assistance of the Deputy Support Group Commander to make a final selection.
- 2.4 Contacting the Base Exchange Officer and the President of the Border Federal Credit Union to have awards ready for presentation by the Deputy Support Group Commander.
- 2.5 Preparing memorandum and certificates of congratulations/appreciation for the Support Group Commander's signature.
- 2.6 Contacting the Deputy Support Group Commander's office to determine a convenient time/date for photographs to be taken.
- 2.7 Contacting the winners of each category and setting up a time and date for them to be at their quarters for the presentation and photographs. Appointments are set in 5-minute intervals.
- 2.8 Contacting the Photo Lab to ensure a photographer is available.
- 2.9 Contacting the Border Eagle for publicity and accomplishing all other tasks related to this program, such as installing Yard of the Month signs in yards.

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**3. Judging Criteria and Procedures:** All winners will be selected on the basis of :

3.1 Initial overall view (neatness).

3.2 Compliance with standards set for Laughlin AFB housing area.

3.3 Extra efforts above minimum requirements. Accomplishments which improve appearance of quarters.

**NOTE:** Quarters ineligible for the Yard of the Month program are:

9018    9019    9020    9029

**4. Selection for Yard of the Month:**

4.1 Winners are selected the last week of each month. A sign is placed in the winner's yards, announcement is made in the Border Eagle, and photos of the winners are placed at the Base Exchange.

4.2 Monthly winners receive a congratulatory memorandum from the Deputy Support Group Commander, a gift certificate from the Base Exchange, a check from the Border Federal Credit Union, and a copy of the presentation photo. There is also a designated parking space available for one month at the Base Exchange.

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Commander